



COUNTY OF LOS ANGELES
invites applications for the position of:

DEPUTY COMPLIANCE OFFICER

SALARY: \$6,690.28 - \$8,774.64 Monthly
\$80,283.36 - \$105,295.68 Annually

OPENING DATE: 12/10/15

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

D | H | R Department of Human Resources

EXAM NUMBER:

R1681J

FIRST DAY OF FILING:

DECEMBER 11, 2015 at 8:00 a.m. (PST)

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

TYPE OF RECRUITMENT:

Open Competitive Job Opportunity

DEFINITION:

Investigates, evaluates, provides training, develops programs, conducts research, and monitors the County's diversity, equal opportunity, and civil rights-related programs.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Senior Deputy Compliance Officer and are distinguished by their responsibility for assisting in the administration and implementation of diversity, equal opportunity, and civil rights-related programs. Incumbents perform at a professional level and have considerable program knowledge in the application of program rules, regulations, and applicable laws. Deputy Compliance Officers prioritize the use of resources to ensure departmental program compliance by providing operating departments with advice and assistance on program matters. Under general direction, incumbents develop comprehensive programs, investigate critical issues, evaluate effectiveness of programs, and report to management concerning identified problem areas. Incumbents consult and work closely with County departments, agencies, and other governmental jurisdictions on matters involving the County's diversity, equal opportunity, and civil rights-related programs. Incumbents also provide operating departments with advice and assistance on diversity program matters.

ESSENTIAL JOB FUNCTIONS:

Investigates, evaluates, and monitors the administration of the County's diversity, equal opportunity, and civil rights-related programs.

Conducts comprehensive training programs, attends meetings and conferences, and provides advice and information to line departments concerning issues of program development and compliance.

Conducts focus groups or utilizes interviews, surveys, and other diagnostic methods designed to identify, mediate, or resolve inter-group conflicts associated with issues of diversity.

Assists and advises County line departments in areas of policies, plans, and procedures for the effective implementation of departmental diversity, equal opportunity, and civil rights-related programs.

Analyzes and makes recommendations to management on issues related to employment discrimination and employee behaviors of stereotyping, prejudice, or bias.

Analyzes and evaluates new and proposed legislation involving equal opportunity, and civil rights-related legislation to determine its effect on County government and makes recommendations for its endorsement, opposition, or implementation.

Reviews, analyzes, and interprets State and Federal equal opportunity guidelines and prepares written recommendations to ensure County compliance.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: A Bachelor's Degree* from an accredited college or university AND Two (2) years of experience in a responsible staff capacity** conducting administrative investigations; and preparing written investigative reports.

Option II: A Juris Doctor Degree* from an accredited college or university AND One (1) year of experience in a responsible staff capacity** conducting administrative investigations; and preparing written investigative reports.

Option III: 3 years' experience in a responsible staff capacity** conducting administrative investigations; and preparing written investigative reports.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 -Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION

*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization. Documents must be submitted within fifteen (15) calendar days from application submission.

**Responsible staff capacity is defined as staff experience at the journey-level requiring working knowledge of rules, regulations and other guidelines related to program area assigned.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of FOUR (4) parts:

PART I: A qualifying online unproctored written test that will assess achievement, deductive reasoning ability, independence, influence, professional potential, confidence & optimism, and reliability.

Applicants will receive instructions via email on the dates to take the online unproctored written test and the instructions for logging in. Candidates are responsible for providing a valid email address that can receive email from hr.lacounty.gov.

Only applicants that achieve a passing score of 70% or higher on the online unproctored written test (Part I) will be invited to the in-person proctored written test (Part II) and in-person writing assessment (Part III).

Applicants who do not pass the online unproctored written test will be notified by US mail. Scores cannot be given over the telephone.

PART II: An in-person proctored written test that will assess written expression, data analysis & decision-making/mathematics, and reading comprehension.

The combined score of Part I and Part II is weighted at 50%.

PART III: An in-person proctored writing assessment weighted 25% that will assess writing ability, complex problem solving, attention to detail, and knowledge of employment law.

Both Parts II and III will be administered on the same day.

Only applicants that achieve a passing score of 70% or higher on the combined scores for Parts I and II will have their writing assessment scored and calculated.

Candidates must achieve a passing score of 70% or higher in the writing assessment in order to proceed to the structured interview.

Applicants who do not pass the in-person proctored written test or writing assessment will be notified by US mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART IV: A structured interview weighted 25% that will assess integrity, oral expression, active listening, customer service, adaptability/flexibility, cooperation, concern for others, and other work skills.

Note: All test invitations will be sent to candidates via email. It is important that candidates provide a valid email address in their application. Please add srivanis@hr.lacounty.gov to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Applicants must meet the Selection Requirements and must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Final results will be sent by U.S. mail. Test scores cannot be given over the phone.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be

transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

ELIGIBILITY INFORMATION:

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies in the County of Los Angeles, Department of Human Resources and Executive Office of the Board of Supervisors.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Any required documents must be submitted within fifteen (15) calendar days from application submission.

Applications will be accepted starting December 11, 2015 at 8:00 am. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. We must receive your application by 5:00 pm, PST, on or before the last day of filing.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site. Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *SELECTION REQUIREMENTS*. Provide any relevant job experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

IMPORTANT NOTE:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION** or **RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Sarah Rivanis

Department Contact Phone: (213) 738-2129

Department Contact Email: srivanis@hr.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

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Your Responsibilities:

1. Completing Your Application:

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires

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- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

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5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations,

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that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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Los

Angeles,

CA

90010

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DEPUTY COMPLIANCE OFFICER Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and instructions.

- * 2. Which of the following best describes your highest level of education completed?

- High school diploma or equivalent
 Some college, training, or certifications
 Associate's degree
 Bachelor's degree
 Master's degree
 Doctorate degree other than Juris Doctorate
 Juris Doctorate

- * 3. I understand that if I expect to qualify for this position with my education and work experience, I must submit proof of my education such as a legible copy of my official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization. Documents may be submitted either by 1) attaching directly to my application at the time of submission, or 2) emailing any outstanding required documents to srivanis@hr.lacounty.gov within fifteen (15) calendar days from application submission.

- Yes
 No

- * 4. How many years of experience do you have in a responsible staff capacity conducting administrative investigations; and preparing written investigative reports. Responsible staff capacity is defined as staff experience at the journey-level requiring working knowledge of rules, regulations and other guidelines related to program area assigned.

- No experience
 Less than one (1) year
 1 year of experience
 2 years of experience
 3 or more years of experience

- * 5. Which of the following duties have you performed while conducting administrative investigations?
Check all that apply.

- Review complaints
- Prepare Investigative Plans
- Gather/Review documents
- Draft interview questions
- Schedule interviews
- Conduct interviews
- Draft written investigative reports
- None of the above

- * 6. Describe the steps you took when preparing an investigative plan. List your job title and organization where you performed these duties, as reflected in your application. If you have not prepared an investigative plan, type "No related experience."

- * 7. Describe your role and responsibility in conducting interviews for administrative investigations. List your job title and organization where you performed these duties, as reflected in your application. If you have not conducted interviews for administrative investigations, type "No related experience."

- * 8. Describe your experience drafting written investigative reports. List your job title and organization where you performed these duties, as reflected in your application. If you have not drafted written investigative reports, type "No related experience."

- * Required Question